

TASK ORDER 5-13 SWR

ENGINEERING SERVICES FOR THE BID PHASE AND CONSTRUCTION PHASE SERVICES FOR PUMP STATION F IMPROVEMENTS

This TASK ORDER 5-13 SWR is issued under the terms and conditions of the MASTER AGREEMENT TO FURNISH GENERAL ENGINEERING SERVICES TO THE CITY OF KEY WEST ("AGREEMENT") between the City of Key West ("CITY") and CH2M HILL Engineers, Inc. ("CONSULTANT") executed on November 19, 2012, which is incorporated herein by this reference.

A. SCOPE OF SERVICES

Specific services which the CONSULTANT agrees to furnish are summarized on the attached statement entitled TASK ORDER NO. 5-13 SWR, "SCOPE OF SERVICES." The "Scope of Services" defines the work effort anticipated for the Task Order.

This Task Order, when executed, shall be incorporated in and shall become an integral part of the November 19, 2012, Master Agreement.

B. TIME OF COMPLETION

Work under this Task Order will begin immediately following acceptance and completed expeditiously subject to coordination with the City of Key West staff. Work may be performed at any time as requested by the CITY within 24 months after the date of execution of this Task Order, at which time the Task Order will expire.

C. COMPENSATION

Compensation for the labor portions of Tasks A and B and all expenses will be on a Cost Reimbursable-Per Diem basis as stipulated in Article 5, Paragraph 5.1.2 of the AGREEMENT. The estimated compensation is shown on the attached statement entitled TASK ORDER NO. 5-13 SWR COMPENSATION.

D. ACCEPTANCE

By signature, the parties each accept the provisions of this TASK ORDER NO. 5-13 SWR, and authorize the CONSULTANT to proceed at the direction of the CITY's representative in accordance with the "SCOPE OF SERVICES." Start date for this project will be no later than ten (10) days after execution of this authorization.

For CH2M HILL Engineers, Inc.

For CITY OF KEY WEST

By: _____
William D. Beddow, P.E.
Vice President

By: _____
Bob Vitas
City Manager

Andrew H. Smyth, P.E.
Key West Office Manager

Dated the ____ day of _____, 20__

ATTEST: _____

TASK ORDER 5-13 SWR

ENGINEERING SERVICES FOR THE BID PHASE AND CONSTRUCTION PHASE SERVICES FOR PUMP STATION F IMPROVEMENTS

SCOPE OF SERVICES

Project Description

The City of Key West (CITY) has concerns that during hurricanes and extreme rain events flow increases to sanitary sewer pump stations could potentially create gravity sewer overflows in the Districts. The CITY wants to minimize the potential for health risks to its citizens by reducing potential for sewer overflows during these storm events. In order to decrease the potential health risks, the CITY has completed a hydraulic analysis of the wastewater collection and transmission system and plans to implement improvements which will provide additional system conveyance capacity to the Richard A. Heyman Environmental Protection Facility (WWTP).

The current CITY sanitary sewer system is configured so that incoming sewage flow to Pump Station D includes flow from Districts D and E. District E pump station is a re-pump station which includes Districts F, G, R and the stations in and around the southeast portion of the island and airport. The entire island is pumped to the WWTP on Fleming Key through a single 30-inch raw sewage force main.

The CITY has installed a second deep injection well at the WWTP to dispose of the effluent which is currently treated to AWT standards. With the installation of the second deep well, the CITY has abandoned the WWTP's existing 30" outfall pipeline. The goal is to revise the CITY's pump station operations of pumping to collection systems by pumping more directly to the WWTP. This will be accomplished by utilizing the existing 30" outfall pipeline, thus allowing increased capacity to be conveyed to the WWTP. Studies and analysis show that a number of projects will need to be implemented to provide additional conveyance capacity to the WWTP. The CITY recently completed the design of one of these projects – redirection of flow from Pump Station F.

The Florida Department of Transportation (FDOT) is currently, building road improvements to North Roosevelt Boulevard as part of their 5 year Capital Improvement Plan. The CITY has used this opportunity to increase conveyance capacity to the WWTP by increasing the size of the Sigsbee force main providing a more direct route, greatly reducing head losses in the system. Specifically, the Sigsbee force main has been replaced with a new 24-inch pipeline from the intersection of Roosevelt and 14th Street to the intersection of Truman and Georgia. Now that the North Roosevelt Boulevard project is nearing completion, the CITY plans on constructing the upgrades to Pump Station F with new pumps, a generator, transfer switch, and control panel.

This Task Order includes Bid and Construction Phase Services for the proposed upgrades to Pump Station F.

Purpose

The CITY has requested that the CONSULTANT provide engineering services for the Bid Phase and Construction Phase Services for the Pump Station F Improvements. This Task Order describes the CONSULTANT's Scope of Services. Specific activities to be performed under this Task Order include:

- Bid Phase Services
- Construction Phase Services

Scope of Services

The following tasks describe the activities to be performed and the work products to be prepared by the CONSULTANT.

Task A – Bid Phase Services

Bidding services are based on a Bid Period of 30 days. The CONSULTANT will provide the following services to the CITY to assist in the bidding process:

- Provide contract documents, in PDF format, for uploading by the City to DemandStar for bidding.
- All direct communications with bidders on matters related to the technical aspects of the design will be handled directly by the CONSULTANT.
- Coordinate and conduct one pre-bid meeting to familiarize each bidder with the scope of work and to answer any questions that may arise. Prepare meeting minutes for inclusion in an addendum.
- Issue up to two (2) ADDENDA, if required.
- Bids will be received, opened, and read aloud by the CITY at the designated time and location.
- Review and evaluate bids for compliance and completeness. The CONSULTANT will prepare an award letter for the CITY recommending the successful bidder.
- After award, the CONSULTANT will distribute to the successful contractor five sets of contract documents for execution. The contractor will be directed to return the documents to the CONSULTANT for compliance review of the bidding requirements. After the CONSULTANT reviews the contract documents, these five sets of documents will be sent to the CITY for final review and signatures.
- Prepare conformed contract documents for use by CITY, CONSULTANT, and Contractor during construction.

Bid services will be considered complete upon the CONSULTANT's review and forwarding of the Contractors executed documents to the CITY, and submittal of conformed documents to the CITY.

Deliverables

Two (2) copies of Pre-bid meeting minutes

Two (2) copies of recommendation of award letter

Five (5) copies of Contract Documents for execution

Six (6) copies of Conformed Contract Documents (two (2) of these copies are for OMI) and One (1) full size set of drawings

One (1) half size set of Conformed contract drawings, and one (1) CD containing specifications and drawings in PDF format to awarded contractor

Task B – Construction Phase Services

The CONSULTANT will perform limited construction phase services listed in this Task Order for a construction period that is estimated to be 12 months. The CITY will be responsible for full-time resident observation.

The CONSULTANT will perform the following activities during this portion of the project.

- The CONSULTANT will coordinate and conduct one pre-construction meeting and distribute meeting minutes.
- At the request of the CITY, coordinate and conduct monthly progress meetings and prepare and distribute meeting minutes; attendance at up to twelve (12) meetings is assumed.
- At the request of the CITY, review up to sixty (60) shop drawings and other construction related submittals.
- At the request of the CITY, the CONSULTANT will provide up to 80 hours to assist in the technical interpretations of the drawings, specifications, and contract documents, and evaluate requested deviations from the approved design or specifications.
- Conduct up to twenty four (24) specialty inspections at the construction site, by the CONSULTANT.
- Conduct up to three (3) specialty inspections at the construction site, by a Sr. Construction Inspector/Design Engineer.
- At the request of the CITY, perform a substantial completion inspection of the project and assist in the preparation of a punch-list.
- At the request of the CITY, perform a final completion inspection of the project.
- At the request of the CITY, provide on-site start-up assistance, two (3) three-day site visits assumed
- Prepare record drawings based on mark-ups from the CONTRACTOR.

Deliverables

- One (1) electronic copy of pre-construction meeting minutes
- One (1) electronic copy of each progress meeting minutes
- Two (2) copies each reviewed shop drawings

- Two (2) copies each Request for Information
- One (1) electronic copy of punch list(s)
- One (1) full size copy, two (2) 11" x 17" copies, and one (1) electronic copy of record drawings

Assumptions

The following assumptions were used in the development of this Task Order:

- The City will coordinate and implement all Public involvement.
- No permit(s) will be required for the upgrades to Pump Station F. CONTRACTOR will be required to apply for and obtain Building Permits from the CITY.
- Bid phase services are based on a 30 day bid period and assume up to two (2) addenda will be issued. All bid documents and addenda will be provided in electronic format for uploading to DemandStar by City.
- The contract will be awarded after the first bidding process. Re-bidding will be considered as an "Additional Services".
- Bidding and Construction phase work will be completed by the end of 2014.
- Meetings will be held in Key West and attended by up to two (2) consultant's staff, additional consultant's staff may attend via conference call.
- Legal, easement, or plat surveys will not be required.
- The construction services will be provided for a single construction contract.
- Any labor and expenses required to address construction claims, unforeseen subsurface considerations or additional construction time requested by the CONTRACTOR or OWNER will be considered as "Additional Services".

Obligations of the CITY

To assist meeting schedule and budget estimates contained in this proposal, the CITY will provide the following:

- Prompt review and comment on all deliverables (within 10 working days of receipt).
- Facilitate access to any required facilities.
- Attendance of key personnel at meeting as requested.
- The CITY will be responsible for full-time resident observation.

Additional Services

The CONSULTANT will, as directed, provide additional services that are related to the project but not included within this Scope of Services. These and other services can be provided, if desired by the CITY, as an amendment to the Task Order. Work will begin for the Additional Services after receipt of a written notice to proceed from the CITY.

Additional services may include, but are not limited to, the following:

- Additional permitting
- Re-bidding any, or all, portions of this project including preparation of changes to the project because of causes external to performance of detailed design, such as changes in bid climate, equipment and material costs
- Resident observation, providing a full-time resident on-site during construction
- Additional construction phase service not included in this scope

Compensation

The estimated compensation for TASK ORDER NO 5-13 SWR, is shown on Attachment A entitled TASK ORDER NO. 5-13 SWR, COMPENSATION.

Attachment A

Compensation

TASK ORDER 5-13 SWR COMPENSATION

Engineering Services for Bid and Construction Services for PS F Improvements

Task	Hours	Labor	Expenses	Total Cost
Task A - Bid Phase Services	132	\$16,280	\$400	\$16,680
Task B - Construction Phase Services	822	\$111,244	\$11,350	\$122,594
Total	954	\$127,524	\$11,750	\$139,274

COMPENSATION BREAKDOWN						
Task Order 5-13 SWR Engineering Services for Bid and Construction Phase Services for PS F Improvements						
TASK NO.	TASK DESCRIPTION	HOURLY RATE	TOTAL HOURS	LABOR	EXPENSES	TOTAL COST
A	Bid Phase Services					
	Principal Project Manager	\$ 182.00	14	\$2,548		\$2,548
	Sr. Design Manager	\$ 154.00	8	\$1,232		\$1,232
	Project Manager, Engineering Specilalist	\$ 154.00	30	\$4,620		\$4,620
	Project Engineer	\$ 132.00	4	\$528		\$528
	I&C Engineer	\$ 132.00	4	\$528		\$528
	Electrical Engineer	\$ 132.00	8	\$1,056		\$1,056
	Mechanical Engineer	\$ 132.00	4	\$528		\$528
	Technician 5	\$ 111.00	20	\$2,220		\$2,220
	Specification Processor	\$ 87.00	20	\$1,740		\$1,740
	Sr. Project Assistant	\$ 66.00	10	\$660		\$660
	Clerical	\$ 62.00	10	\$620		\$620
	PRINTING/REPROGRAPHICS				\$400	\$400
Bid Phase Services Total			132	\$16,280	\$400	\$16,680
B	Construction Phase Services					
	Principal Project Manager	\$ 182.00	58	\$10,556		\$10,556
	Sr. Technologist/Sr. Project Manager	\$ 167.00	16	\$2,672		\$2,672
	Sr. Structural Engineer	\$ 167.00	84	\$14,028		\$14,028
	Sr. Design Manager	\$ 154.00	28	\$4,312		\$4,312
	Project Manager, Engineering Specilalist	\$ 154.00	258	\$39,732		\$39,732
	Project Engineer	\$ 132.00	24	\$3,168		\$3,168
	I&C Engineer	\$ 132.00	56	\$7,392		\$7,392
	Electrical Engineer	\$ 132.00	84	\$11,088		\$11,088
	Mechanical Engineer	\$ 132.00	40	\$5,280		\$5,280
	Technician 3	\$ 80.00	114	\$9,120		\$9,120
	Sr. Project Assistant	\$ 66.00	44	\$2,904		\$2,904
	Clerical	\$ 62.00	16	\$992		\$992
	TRAVEL				\$10,200	\$10,200
	PRINTING/REPROGRAPHICS				\$1,150	\$1,150
Construction Phase Total			822	\$111,244	\$11,350	\$122,594
PROJECT TOTALS						
	TOTAL HOURS		954			
	TOTAL FEE ESTIMATE			\$127,524	\$11,750	\$139,274